



CITY OF HOUSTON

Job Posting

1	Applications accepted from:	ALL PERSONS INTERESTED
2	Job Classification:	ASSISTANT DIRECTOR (Ex- Level)
3		(Corporate Flextime Mobility Initiative)
4	Posting Number	PN# 105956
5	Department	MAYOR'S OFFICE
6	Division	
7	Section	
8	Reporting Location	
	Workdays & Hours	WEEKDAYS-FLEXIBLE HOURS*
		*Subject to change

9 **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Corporate Flextime Mobility Initiative is responsible for development and daily management of a program to foster the implementation of flexible work schedules among Houston region employers to alleviate peak travel congestions and reduce emissions associated with ozone development. The Assistant director is responsible for all aspects of the initiative including: coordinating the development of Flextime guidelines and incentives; identifying potential corporate participants; arranging meetings with corporate officials to secure participation commitments; identifying, tracking, and managing milestones; directing volunteers; preparing educational and communication materials; coordinating activities with relevant city and corporate agencies; and representing the Mayor at public meetings to promote the initiative.

10 **WORKING CONDITIONS**

The position is physically comfortable; the individual has the discretion about walking, standing ect.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a Bachelor's degree In Business Administration, Public Administration or a field directly related to the type of work being performed.

12 **MINIMUM EXPERIENCE REQUIREMENTS**

Seven (7) years of professional or analytical experience related to the type of work being performed are required

13 **MINIMUM LICENSE REQUIREMENTS**

Valid Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2).

14 **PREFERENCES**

Preference will be given to candidates with excellent written and communication skills (including public speaking), and strong organizational and project management skills. Candidates with experience implementing flexible work programs in the corporate environment are encouraged.

15 **SELECTION/SKILLS TESTS REQUIRED**

None

16 **SAFETY IMPACT POSITION**

☐ Yes ☒ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 **SALARY INFORMATION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 32
\$2,884.00-3,461.00 Biweekly - \$75,000.00 - \$90,000.00 Annually

18 **OPENING DATE:** **July 20, 2005**

19 **CLOSING DATE:** **OPEN UNTILL FILLED**

20 **APPLICATION PROCEDURES**

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is 713.837.9496 candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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